

# Approving Returns Quick Reference Card

Project Managers

## Login to the AIMSPlus App

Visit [aimsplusapp.tellworks.com](https://aimsplusapp.tellworks.com) and login. If you do not have an account, please Request an Account.

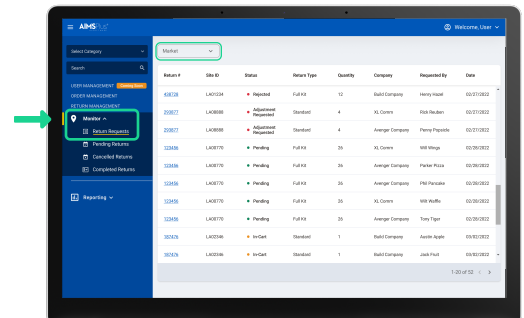
## Need Help?

Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

## Approve a Return Request

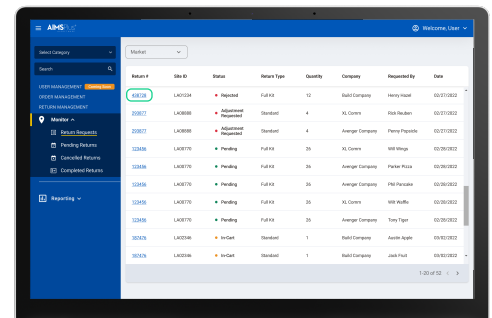
### 1 Navigate to Return Requests

After logging into the app, expand 'Return Management - Monitor' category. Click on 'Return Requests' from the navigation on the left hand side of the screen. Select the dropdown to switch between markets. Review and approve return requests based on the return status.



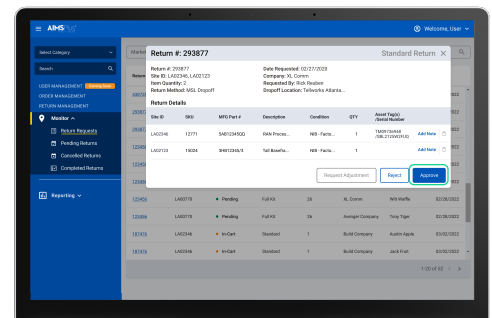
### 2 Select Return for Approval

Select a 'Return #' to view return receipt which includes packing slip details. Each return will be associated with a Return Type - Full Kit or Standard.



### 3 Approve the Return

Review the return details and select the 'Approve' button to approve the return request. Once a request is approved the contractor will then have the ability to schedule for drop-off and shipments.



### 4 Approval Confirmed

After the return has been approved, a green confirmation banner will appear to acknowledge successful approval.

